



PHILIP L. BROWNING
Director

SHERYL L. SPILLER
Chief Deputy

June 09, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE EXTENSION OF 17 CONTRACTS
WITH VARIOUS AGENCIES TO PROVIDE FOOD STAMP
APPLICATION ASSISTANCE SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The recommended actions would enable the Department of Public Social Services (DPSS) to continue to utilize the Community-Based Organization (CBO) and Faith-Based Organization (FBO) Food Stamp Application Assistance Project. The project was an extension of our County-wide Food Stamp Outreach Campaign and our Department's continued effort to reduce food insecurity and hunger by increasing Food Stamp participation in Los Angeles County. The CBOs/FBOs assist potentially eligible Food Stamp applicants in completing the Food Stamp application and providing it to DPSS. The CBOs/FBOs are currently paid \$40 for each food stamp application which is accompanied by full documentation and approved by DPSS. The Department is seeking the approval of the California Department of Social Services (CDSS) to extend these contracts for two years.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of DPSS or his designee to prepare and execute amendments to extend the contract, in substantially similar form as Attachment I with 17 current CBO/FBO contractors for the amounts indicated on Attachment II. The amounts extend the term of the CBO/FBO Food Stamp Application Assistance Project, effective July 1, 2010, or one day after Board approval, whichever is later, through June 30, 2011, with an option year through June 30, 2012. The estimated annual cost of \$106,000 includes funding for additional contracts, up to a maximum of 25 contracts.

County of Los Angeles

DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#23 JUNE 9, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2. Delegate authority to the Director of DPSS, to award additional contracts, not to exceed a maximum of 25 contracts, through the CDSS approved Request for Submission of Qualifications (RFSQ) approach, pursuant to Manual of Policy and Procedures Section 23-650-17, provided: (a) the agencies submit Statements of Qualifications that are evaluated as either meeting or exceeding the standards set forth in the RFSQ; (b) sufficient funds are available and allocated for that purpose in the Department's adopted budget; and (c) the additional agency(s) will improve access to Food Stamp application assistance services throughout the County.

3. Delegate authority to the Director of DPSS to execute contract amendments to increase the maximum contract sum by no more than 25 percent of the original maximum contract sum for the fiscal year. Amendments are required to increase or decrease allocations to agencies, re-allocate funds, or extend the term for an option year. All other aspects of the contract will remain true to form as executed July 17, 2007. The approval of County Counsel will be obtained prior to execution of any amendments, and the Director of DPSS will notify the Chief Executive Office (CEO) in writing within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the amendments to extend these contracts will allow DPSS to continue to provide Food Stamp application assistance services to individuals in all five Supervisorial Districts. These services include assisting individuals with completing the application for Food Stamp benefits, and collecting all necessary supporting documentation.

Implementation of Strategic Plan Goals

The project incorporates the shared values encompassed in the County's mission of providing caring and effective service through teamwork and collaboration. The recommended actions are consistent with the principles of the County's Strategic Plan Goal #2: Enhance economic and social outcomes through integrated, cost-effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

The maximum total amount for these contracts for the two-year period is \$212,000 (\$106,000 annually), which includes an annual reserve of \$27,360 for additional agencies or re-allocation at mid-year to the existing agencies. Funding for these contracts is included in the Proposed Budget for Fiscal Year (FY) 2010-11. Funding for the future year will be included in the Department's budget request. Net County cost is estimated at \$15,900, annually. The cost of Food Stamp services will be offset by the Department's Food Stamp administrative allocation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current contracts for these services expire on June 30, 2010. The term of the extension will be for one year, effective July 1, 2010, or one day after Board approval, whichever is later, through June 30, 2011, with a one option year renewal through June 30, 2012. The execution of these extensions will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The Living Wage ordinance does not apply because the recommended contract is a non-Prop A Contract, whereby the Contractor is not an employer as defined in Section 2.201.020 of the County

Code. Therefore, the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code).

The amendment to extend the contract will be approved as to form by County Counsel and is subject to approval from CDSS.

CONTRACTING PROCESS

DPSS has made available the RFSQ via the DPSS web-site and the Los Angeles County "Doing Business with Us" web-site, giving all interested non-profit organizations the opportunity to review the requirements and provide a Submission of Qualifications.

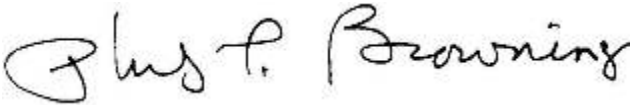
IMPACT ON CURRENT SERVICES (OR PROJECTS)

These contracts make Food Stamp application assistance available to interested households in the five Supervisorial Districts.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS.

Respectfully submitted,



PHILIP L. BROWNING
Director

PLB:PA:rt

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER THREE
TO THE COOPERATIVE AGREEMENT
BY AND BETWEEN
THE COUNTY OF LOS ANGELES THE DEPARTMENT OF PUBLIC SOCIAL SERVICES
AND
(AGENCY NAME)**

TO PROVIDE FOOD STAMP APPLICATION ASSISTANCE SERVICES

Reference is made to the agreement entitled Cooperative Agreement, By and Between County of Los Angeles DPSS (COUNTY) and _____ (AGENCY) for Food Stamp Application Assistance Services dated July 1, 2010 and further identified as contract number _____ (hereafter referred to as "Agreement").

This Amendment must be effective as of July 1, 2010 or upon execution by the Director, Department of Public Social Services, whichever is later.

THEREFORE, COUNTY and AGENCY hereby agree to amend the Contract to provide Food Stamp Application Services as follows:

- I. **4.1** The Cooperative Agreement must expire on June 30, 2011, unless it is extended or terminated in whole or in part, as provided herein.

- II. **4.2** The County must have the option to extend the Cooperative Agreement term for up to (one) additional year. Each such option and extension must be exercised at the sole discretion of the Director of DPSS or designee.

- III. **5.1.1** The maximum budgeted amount for the Agency, will be _____ for FY10/11. The County must not be liable in any event for payment in excess of this maximum amount of each fiscal year.

- IV. **5.5.9** Contractor must submit an original and one copy of all invoices and transmittals for the month in which services were provided, to:

Rosalind Taylor, County Contract Administrator
Department of Public Social Services
Food Stamp Nutrition Program Section
12820 Crossroads Parkway South
City of Industry, CA 91746-3411

V. 6.1 County Contract Manager

The County's Contract Manager is:

LaTanya Lee, County Contract Manager
Food Stamp Nutrition Program Section
12820 Crossroads Parkway South
City of Industry, CA 91746

VI. All other terms and conditions of the Contract remain in full force and effect.

The parties hereto have caused this Amendment Number _____ to be executed by their authorized officers.

COUNTY OF LOS ANGELES

By _____
Philip L. Browning, Director
Department of Public Social Services

Date

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
COUNTY COUNSEL

By _____
Deputy County Counsel

Date

Agency Name

By _____
AGENCY AUTHORIZED INDIVIDUAL

Date

TITLE _____

Print _____

CBO/FBO APPLICATION ASSISTANCE PROJECT ALLOTMENT FOR FY 10-11 Attachment II

	CBO/FBO AGENCY	ADDRESS	Supervisory District	Contract Number	FY 10-11 Allotment
1	Asian-American Drug Abuse Program, Inc.	2900 Crenshaw Blvd., Los Angeles, CA 90016	2	FSA07005	\$9,400.00
2	Asian-Pacific Health Care Venture, Inc.	1530 Hillhurst Ave. #200, Los Angeles, CA 90027	3	FSA07004	\$9,400.00
3	Chicana Services Action Center, Inc.	3601 E. First St., Los Angeles, CA 90063	1	FSA07007	\$6,840.00
4	Child & Family Guidance Center	9650 Zelzah Ave., Northridge, CA 91325	3	FSA07008	\$3,880.00
5	Community Enhancement Services	16743 Schoenborn St., North Hills, CA 91343	3	FSA07009	\$5,160.00
6	Harbor Interfaith Services, Inc.	670 W. 9th St., San Pedro, CA 90731	4	FSA07012	\$4,160.00
7	Healthcare Resources, Inc.	9961 Valley Blvd. #H, El Monte, CA 91731	1	FSA07013	\$2,880.00
8	Immanuel House of Hope	1800 E. 85th St., Los Angeles, CA 90001	1,2	FSA08002	\$4,160.00
9	Korean American Family Service Center, Inc.	3727 W. 6th St., Los Angeles, CA 90020	2	FSA07014	\$5,160.00
10	Korean Health Education Information & Research Center	3727 W. 6th St., Los Angeles, CA 90020	2,3	FSA08003	\$4,920.00
11	Mount Sinai Missionary Baptist Church	3669 W. 54th St., Los Angeles, CA 90043	2	FSA09001	\$4,800.00
12	Office of Samoan Affairs of California, Inc.	20715 S. Avalon Blvd. #200, Carson, CA 90746	2	FSA07016	\$1,170.00
13	Robert F. Kennedy Institute of Community and Family Medicine	544 N Avalon Blvd. #309, Wilmington, CA 90746	4	FSA07017	\$3,580.00
14	Santa Anita Family Service	605 S. Myrtle Ave., Monrovia, CA 91016	5	FSA07018	\$3,090.00
15	Shalom Center for T.R.E.E. of Life	2975 Wilshire Blvd., Los Angeles, CA 90010	2	FSA08001	\$3,580.00
16	Tarzana Treatment Center, Inc.	8330 Reseda Blvd., Northridge, CA 91324	3	FSA07019	\$3,580.00
17	Wings of Refuge	5777 W. Century Blvd. #910, Los Angeles, CA 90045	2	FSA07022	\$2,880.00
TOTAL					\$78,640.00